



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CERTIFIED NURSING ASSISTANT	22	E	10.369
NURSING ASSISTANT TRAINEE	20	E	10.370

SERIES CONCEPT

Certified Nursing Assistants perform basic restorative services and basic nursing services which are directed at the safety, comfort, personal hygiene, basic mental health and protection of patient rights in accordance with the Patient's Bill of Rights and within the authorized scope of practice specified in the Nurse Practice Act.

Contribute to basic health status assessments; collect, report and record basic objective and subjective data related to health status; observe residents/patients for changes in health status, signs and symptoms of illness or injury, or deviations from normal health status.

Document and communicate patient responses; assist with collection of data; provide basic information which assists the licensed nurse in making lists of problems and needs, setting goals, and developing and revising the plan of care; communicate resident/patient concerns and needs to staff.

Provide total personal care or assist resident/patient with activities of daily living (ADL's) including toileting, bathing, dressing, oral care, eating, ambulating, repositioning and transporting; provide treatment as specified in the care plan and as directed by professional staff; and encourage self care and independence.

Provide physical care, comfort measures, and emotional support to patient whose condition is stable or predictable; and assist nursing staff with simple medical procedures.

Assist with basic restorative nursing care including ambulation, eating and dressing; maintenance and improvement of range of motion; turning and positioning in a bed or chair; transferring patients; bowel and bladder (continence) training; assist in the care and use of prosthetic devices such as hearing aids, artificial eyes and limbs; and repeat instructions as given by licensed personnel for the patient.

Operate or assist in the use of a variety of medical equipment, materials and supplies such as geri-chairs, mechanical lifts, wheelchairs, oxygen concentrators, restraints, braces, and prosthetic devices.

Maintain the safety, health and well being of individuals in the therapeutic environment as allowed in the practice setting; respond to call lights, resident/patient and visitors' requests and correct environmental hazards in an appropriate and safe manner; assist in physically restraining residents/patients who are a threat to themselves or others and may be hostile and combative as required; perform cardiopulmonary resuscitation (CPR) when necessary; and follow principles of asepsis and infection control.

Perform related duties as assigned.

CLASS CONCEPTS

Certified Nursing Assistant: At the direction and under close supervision of a Registered Nurse or Licensed Practical Nurse, incumbents perform the full range of duties described in the series concept and function at the journey level.

CLASS CONCEPTS (cont'd)

Nursing Assistant Trainee: At the direction and under immediate supervision of a Registered Nurse or Licensed Practical Nurse, incumbents function in a trainee capacity and perform tasks for which they have received training in a formal Certified Nursing Assistant program. As prescribed by the Nevada State Board of Nursing, at least 16 hours of instruction in the classroom must be completed before a trainee is directly involved with a patient. In accordance with 42 CFR 483.75 (e)(2) (1998) an individual may retain Nursing Assistant Trainee status without certification as a Certified Nursing Assistant from the State of Nevada Board of Nursing for no more than four months, on a full-time basis. This is the entry level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * In order to meet the needs of the hiring agency, clinical practice with patients in a specific setting may be required and will be designated at the time of recruitment.
- * Some positions require current CPR certification.
- * Probationary employees working for the Department of Corrections must successfully complete the required hours of "pre-service" training provided by the department.

CERTIFIED NURSING ASSISTANT

EDUCATION AND EXPERIENCE: Certification by the Nevada State Board of Nursing to practice as a Nursing Assistant and six months of experience performing work as a Certified Nursing Assistant or Nursing Assistant Trainee. The six months of job related experience may be part of a formal Certified Nursing Assistant training program. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the role and responsibilities of a Certified Nursing Assistant; basic nursing and personal care; awareness of psychosocial characteristics of residents/patients; basic restorative services; communication and interpersonal skills; infection control procedures; safety and emergency procedures; promoting the independence of residents/patients; and the rights of residents/patients. **Ability to:** assist residents/patients with activities of daily living; assist residents/patients who may exhibit assaultive and/or aggressive behavior; care for cognitively impaired individuals; take and record vital signs; measure and record height and weight; care for the environment of the patient; measure and record the intake and output of fluids and food; observe and report signs and symptoms of illness or injury; perform procedures for noninvasive elimination, collection of specimens, and application of dressings; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the role and responsibilities of a Certified Nursing Assistant in the practice setting. **Skill in:** performing basic nursing and personal care; restraint and behavior control techniques as allowed in the practice setting; infection control procedures; and documenting observations and care provided.

MINIMUM QUALIFICATIONS (cont'd)

NURSING ASSISTANT TRAINEE

EDUCATION AND EXPERIENCE: Current enrollment in a formal training program required for certification as a nursing assistant which has been approved by the Nevada State Board of Nursing; **OR** completion of a formal Certified Nursing Assistant training program approved by the Nevada State Board of Nursing with results of the certification examination pending; **OR** certification by the Nevada State Board of Nursing as a Certified Nursing Assistant with less than six months of Certified Nursing Assistant experience. (In accordance with 42 CFR 483.75 (e)(2) (1998) an individual may retain Nursing Assistant Trainee status without certification as a Certified Nursing Assistant from the State of Nevada Board of Nursing for no more than four months, on a full-time basis.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to learn to: react in a sensitive manner to the emotional, social and mental health needs of residents/patients; communicate and interact competently on a one-to-one basis with residents/patients; assist residents/patients in attaining and maintaining independence; support and promote the rights of residents/patients; make basic observations and document in patient charts; perform duties within the roles and responsibilities of a nursing assistant including basic nursing and personal care; provide basic restorative services; communicate and relate effectively with residents/patients; comply with infection control, safety and emergency procedures; promote the independence of residents/patients.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities required for Certified Nursing Assistant.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.369</u>	<u>10.370</u>
ESTABLISHED:	10/28/99R 4/28/00UC	10/28/99R 4/28/00UC
REVISED:	7/1/01LG	7/1/01LG